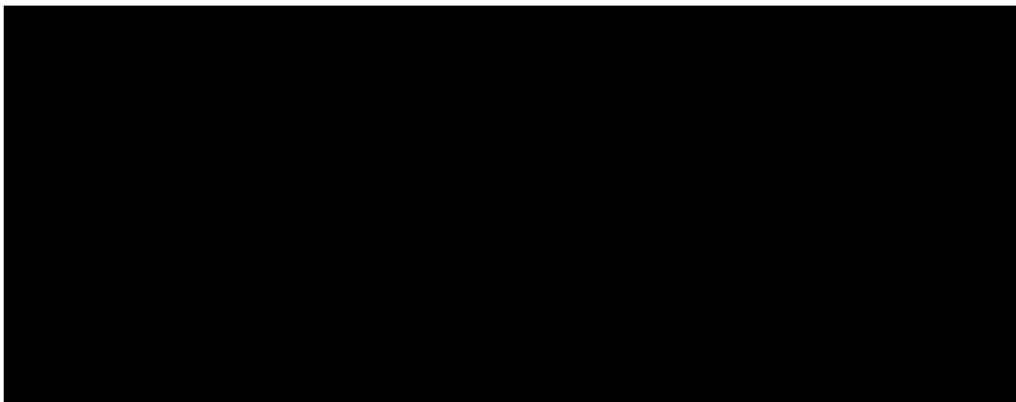


ASSIGNMENT AND FUNCTIONS OF ~~PERSONNEL~~ APPRAISAL DIVISION, TRB

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STAFF:



25X1A9a

25X1A9a 1. Chief, Appraisal Board: [REDACTED] (P-6):

Sets policies and gives over-all direction to testing procedures. Works out general administrative policies in conference with customer branches. Edits and reviews reports; directs appraisal development program; prepares memos; etc. May take cases as required.

2. Psychological Staff:

a. General: All members of the psychological staff of the Appraisal Division are occupied primarily with the service function of appraising applicants for employment. Duties in connection with this responsibility do not differ significantly among staff members. They are as follows: (a), interpreting test data; (b), interviewing job applicants; (c), correlating test and interview data in a report which is submitted to the Chief, Appraisal Division, TRB, for editing and review. All staff members are required to present their cases in a staff meeting where final recommendation is formulated.

b. Specific Work Assignments: In addition to their regular duties, Appraisal Staff members are engaged in the following Appraisal Development work:

25X1A9a (1) [REDACTED] is currently attached to a Personnel Procurement Section field recruiting team. Upon his return, he will continue work on the job analysis project.

25X1A9a (2) [REDACTED] is working on the job analysis project.

25X1A9a (3) [REDACTED] is working on the job analysis project and on a committee to develop situational tests.

25X1A9a (4) [REDACTED] is working on the job analysis project.

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25X1A9a (5) [REDACTED] is working on the job analysis project and on a committee concerned with developing situational tests.

25X1A9a (6) [REDACTED] is working on the job analysis project and on a committee to develop situational tests.

25X1A9a [REDACTED] are primarily responsible for the direction of the job analysis project. Upon completion of the job analysis project, [REDACTED] will assume direction of a follow-up project designed to determine the effectiveness of appraisal techniques in predicting candidates' success on their jobs. They are now engaged in a preliminary exploration of methods.

25X1A9a

### 3. Administrative Staff:

25X1A9a a. Administrative Assistant: [REDACTED] - CAF-6

Arranges scheduling of candidates in coordination with PPS. Obtains necessary job descriptions from Branches. Maintains necessary records on appraisal classes. Acts as liaison with Branches in any matters relevant to procedural changes. Assumes responsibility for preparing reports on candidates and for office management, including procurement of supplies.

25X1A9a b. Psychometrist: [REDACTED]

Under the direction of the Chief, administers and scores psychological tests and achievement tests. Maintains records of test scores. Collects such data as the Chief may direct.

c. Clerk-Stenographer: (Position Unfilled) - CAF-4

Under the direction of the Administrative Assistant prepares reports and assists in office duties. Under direction of psychometrist scores tests, keeps records of test scores. Maintains files.

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